



Performance Management Task Step Progression



Each performance review task will follow an electronic workflow. The step progressions below show how the task will progress through the workflow. Each step is assigned a due date. It is important for employees, evaluators and next line supervisors to complete their assigned step on time.

Annual Performance Plan	Mid-Year Interim Review	Year-End Interim/Final Performance Evaluation
Review Step Progression <ul style="list-style-type: none"> ✓ Evaluator Review ✓ ✓ Self Review ✓ ✓ Evaluator Goal Review Confirmation ✓ ✓ Next Line Supervisor Review ✓ ✓ Evaluator Discussion and Acknowledgment ✓ ✓ Employee Acknowledgment ✓ 	Review Step Progression <ul style="list-style-type: none"> ✓ Self Review ✓ ✓ Evaluator Review ✓ ✓ Next Line Supervisor Review ✓ ✓ Evaluator Discussion and Acknowledgment ✓ ✓ Employee Acknowledgment ✓ 	Review Step Progression <ul style="list-style-type: none"> ✓ Self Review ✓ ✓ Evaluator Review ✓ ✓ Evaluator Discussion and Acknowledgment ✓ ✓ Employee Acknowledgment ✓ ✓ Evaluator Rating ✓ ✓ Next Line Supervisor Review ✓ ✓ Evaluator Discussion and Acknowledgment ✓ ✓ Employee Acknowledgment ✓